

Getting the Green Light

Manufacturing and Maritime Uses

A guide to permits and regulations in Seattle

June 2004



Manufacturing and Maritime businesses are an integral part of Seattle's changing economy, providing stability by adding thousands of family-wage jobs each year. The City of Seattle wants to make permitting and inspection processes as straightforward as possible. Getting the Green Light explains the main elements of the City's permitting process for new development and re-development of property.

"We need to protect and grow the more than 120,000 jobs that the manufacturing and maritime industries bring to Seattle. We can meet our regulatory responsibilities and provide the quality permit and inspection services you need to keep your business going."



- Greg Nickels,
Mayor of Seattle



The Mayor's Plan:

- Protect Industrial Land Base
- Retain & Expand the City's Manufacturing and Maritime Sectors
- Provide User-Friendly Permitting
- Improve Transportation to Keep Freight Moving



The Permitting Process **at a glance**

Application Preparation

The set up is essential to your success. Doing the research and involving professional help early in the process is critical, as is early contact with the permitting departments, starting with DPD.

- Preliminary plans to move an existing business, establish a new business, alter an existing building, or build a new structure
- Hire a design/permit professional, if necessary
- Conduct property research
- Prepare plans and permit submittal information
- Pre-application meeting(s)

Permit Application and Review

During the review process, requests for more information and corrections to plans and related documents are likely. Quick turn-around on your part is very important to completing the review and getting your permit.

- Apply for the permit(s)
- Application is routed to other departments/agencies for review
- Permit review – may include correction notices and revised plans
- Permit issuance

Construction and Inspection

A pre-construction conference at the site is required to help get everyone on the same page for the construction phase of the project. Once construction has started, revisions to approved plans need to go through your building inspector.

Building inspections can usually be made within 24 hours of your request. Coordinating with the building inspector is key to success with this part of the project. Approved plans must be on site during construction.

- Start construction
- Inspections occur
- Final occupancy approval is granted



How DPD can help

During the preparation phase...

DPD staff will work with you to assess what will be needed for your permit. In addition to estimated timelines and fees, DPD staff can advise you on whether your project will need:

- Drawings by a licensed professional
- Substantial updates to an existing building
- Street improvements
- Shoreline review
- Environmental review
- Reviews by other departments and agencies



During the review phase...

DPD staff can confirm that your project is on track for timely review, including during the correction cycle. The DPD Industrial Permit Liaison can assist in clearing up inconsistencies and closing any gaps in communication between you and City staff.

During the construction phase...

DPD can approve revisions, often in the field. The DPD building inspector is your point of contact, but other DPD staff will assist as well for more substantial revisions. Review of revisions is given priority status.

Call us for assistance...

Applicant Services Center – 684-8850
Roque Deherrera, DPD Industrial Permit Liaison
(206) 615-0743
roque.deherrera@seattle.gov

Visit DPD's website, www.seattle.gov/dpd, to find:

- Client Assistance Memos (CAMs)
- Development Related Codes
- Permit and Inspection Tracking



Permits & Reviews required

Department of Planning and Development

Simple Use and Construction Related Permits

For smaller projects, a Type I Master Use Permit (MUP) is required. This review takes anywhere from one day to two months, depending on the complexity of the project. Type I reviews are typically non-discretionary; the project either meets the code or it doesn't. There is no required public comment or appeal period for these types of permits. The following may be included as part of such a review:

- Zoning. Every project is required to comply with the Seattle Land Use Code, which contains use and zoning regulations. This review will determine whether a use is permitted on a site, and what development standards apply to the project (e.g. parking, access, etc.)
- Building. A building permit is required for all structural alterations, and non-structural alterations worth more than \$4,000. This includes buildings and other structures, such as retaining walls.
- Grading. A grading review is required if the amount of grading exceeds 100 cubic yards of material, or 50 cubic yards within 200 feet of the shoreline. Grading approval can be handled as part of the building permit or as a separate grading permit.
- Drainage. Drainage review is required for newly created impervious surfaces, including buildings. Separate side sewer permits are issued by DPD. Erosion control during construction is approved and inspected by DPD.
- Electrical. Electrical permits are required for installations that include any electrical wiring or equipment. Plans and specifications are required for permit applications that include services and feeders 400 amperes or larger. Additional permits may be required for installations such as low voltage systems, fire alarm systems, and communication systems that are not included in a single contract bid to the facility. Electrical permits are issued separately from building permits.



Master Use Permits (MUPs)

A Type II Master Use Permit is required for larger projects. Type II MUPs require public comment and appeal periods. DPD's target is to complete review within 120 days of application. Such a review typically has several components, depending on the specifics of a project. Applications for these MUPs are most often made separately and ahead of the building permit. The following may be included as part of Type II MUP review:



- Environmental Review. State Environmental Policy Act (SEPA) requires that larger projects — over 12,000 square feet in Industrial Zones (I Zones) or worth more than \$5,000 within 200 feet of the shoreline — be reviewed for their potential impacts on the environment, including air quality, construction, energy, traffic and historic preservation. In some cases, additional studies are required in order to properly assess potential impacts.
- Environmentally Critical Areas (ECA) Review. If your site is located in a designated ECA, it often requires special review. Examples of critical areas include steep slopes, landslide-prone areas, liquefaction-prone areas and wildlife habitat areas. Additional studies, such as a geotechnical report in the case of a liquefaction-prone area, are required.

- **Shoreline Review.** In most cases, a Shoreline Substantial Development Permit (SSDP) is required for exterior projects that are located within 200 feet of the shoreline. Shoreline issues often include view corridors, public access and habitat restoration (e.g., salmon). In many cases, doing work within the City's shoreline districts requires the involvement of other public agencies, such as the Army Corp of Engineers (USACE), the Washington Department of Ecology (DOE), the Washington Department of Fish and Wildlife (WDFW), and the Washington Department of Natural Resources (DNR).



Seattle Fire Department (SFD)

Fire Code Review

SFD reviews all new buildings as well as most alterations and additions. SFD reviews for compliance with the Fire Code for such items as sprinklers, fire alarms, exiting, spray booths and high pile storage.

Seattle Department of Transportation (SDOT)

Street Improvement Review

Street improvements may be required, depending on the size and scope of a project. Examples of potential requirements include a no-protest agreement for future street improvements and installation of curbs, gutters, sidewalks, property dedication, etc. Decisions on street improvements are made by the DPD Director in consultation with SDOT. In addition to review under the building permit, a separate Street Use Permit is required for some types of work in the right-of-way.

Seattle Public Utilities (SPU)

Utilities Review

SPU reviews all projects requiring new water service or substantial increases in current water usage.



Seattle/King County Public Health

Health Review

Public Health reviews all projects that involve the processing or storage of food. They also perform plumbing inspections for bathrooms and kitchens, a function that is coordinated by DPD reviewers and inspectors.

Other Licenses and Agency Review

Other Shorelines Review

In addition to DPD review, work in or over navigable waters, as well as dredging and filling navigable waters, requires a separate permit from the USACE. Depending on the location and type of project, approval and in some cases permits, may also be required from the WDFW, and the Washington DOE and DNR.

Questions you should ask

For the following questions, research should begin with DPD staff

1 What is the timeline for review of my project?

Field inspection permits for the simplest alteration projects can be approved the day of the application over the counter. Somewhat larger projects not needing reviews by other departments can often be reviewed in 48-72 hours. For Master Use Permits for SEPA and Shorelines, DPD has a target for review of 120 days. DPD's target for building permits for larger projects is initial review completed within six weeks.

2 What are my permit fees?

Building and zoning fees for a \$15,000 simple alteration approved by field inspection would be about \$330. A 20,000 square foot addition for a manufacturing building would have building and land use fees of approximately \$15,000, depending on the type of construction. Land use and building fees for a new 100,000 square foot manufacturing building in the shorelines would be about \$50,000, again depending on the type of construction.

3 Under the Land Use Code zoning regulations, is my business allowed on the property I have chosen?

Most manufacturing uses are allowed in all Industrial Zones in Seattle: Industrial General 1 (IG1), Industrial General 2 (IG2), Industrial Buffer (IB), and Industrial Commercial (IC). Heavy manufacturing uses, such as refining raw products and steel mills, are generally restricted to IG1 and IG2 zones.

4 Is my business or property subject to any size, height or parking requirements under the Land Use Code?

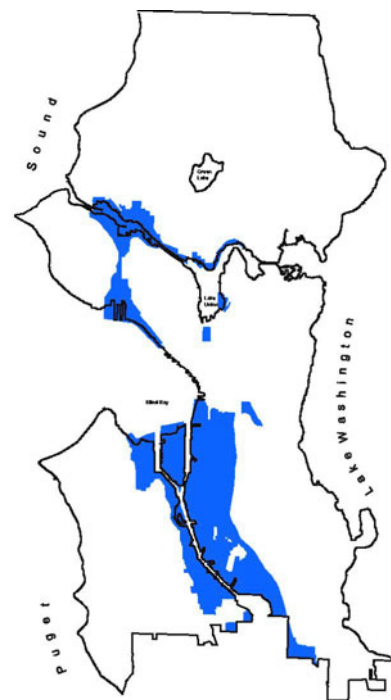
For manufacturing uses there are no size or height limits in the Industrial Zones. For other uses in I Zones, such as offices and retail, there are size and height limitations. Parking is normally required at a rate of one space per 1,500 square feet of manufacturing or warehouse space. There are exceptions that may reduce the parking requirement.

5 Is my project subject to shoreline regulations?

Most construction within 200 feet of the shoreline will require a shoreline permit. Shoreline regulations may require such things as a view corridor to the water, public access to view points, and habitat preservation or restoration. Shoreline regulations are complex and early consultation with DPD staff is essential.

6 What does it mean to be in an ECA?

Soils reports and topographic surveys are required for construction in steep slope and landslide-prone areas, and there are requirements for properly handling methane gas on abandoned landfill sites. New construction in liquefaction-prone zones may require special foundation considerations. Wildlife habitat designation may require vegetation preservation or restoration.



Industrial zones in Seattle



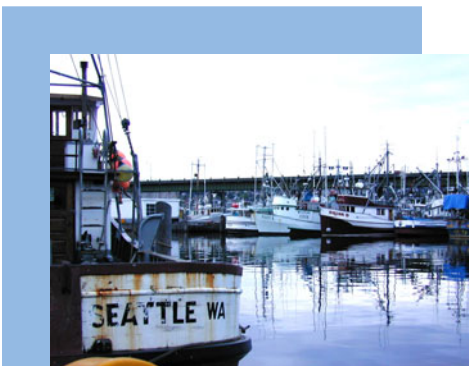
7 Does my project require environmental review under SEPA?
SEPA review requires mitigation of potential adverse impacts to the environment, including traffic and noise. For instance, you may be required to provide a left-hand turn lane or enclose some portion of your operation to reduce noise impacts.

8 Will my project require street improvements?
This requirement is triggered by the size and type of project, and can range from a no-protest agreement for future street improvements to substantial roadway improvements, including utility upgrades.

9 Do existing soil conditions need clean-up or additional environmental work?
It's important to determine whether your site has contaminated soil. If you are disturbing contaminated soil, environmental regulations may require some level of clean-up prior to beginning construction. Often this work requires the approval of the Washington DOE.

10 If reusing an existing building, does the project trigger requirements as a "substantial alteration" under the Building Code?
Requirements for substantial alterations are generally triggered by changing the use or occupancy or doing an extensive remodel. Upgrades for fire/life safety, seismic, electrical systems, and access under the Americans With Disabilities Act (ADA) are usually required. If your project triggers these requirements, an early conference with DPD senior staff is needed to determine the level of upgrades required.

11 Which departments and agencies will need to review my project?
For a simple building permit, DPD may be the only department review required. For larger projects, a number of departments will be involved, including DPD, SDOT (street use), SPU (water, sewer), SFD (sprinklers, management of flammables and explosives), Seattle City Light (for significant power upgrades, including new vaults), and possibly others. Shoreline permits may require review by the USACE, the WDFW and the Washington DOE and DNR.



Contact information

Permit Liaison

Mayor Nickels' special contact for permits for maritime and manufacturing businesses.
Roque Deherrera, DPD Land Use Planner
roque.deherrera@seattle.gov
(206) 615-0743



Permit Partners

Dept. of Planning and Development (DPD)
www.seattle.gov/dpd
(206) 684-8850

Seattle Dept. of Transportation (SDOT)
www.seattle.gov/transportation
(206) 684-7623

Seattle Public Utilities (SPU)
www.seattle.gov/util
(206) 684-3000

Seattle City Light (SCL)
www.seattle.gov/light
(206) 684-3000

Seattle Fire Department
www.seattle.gov/fire
(206) 386-1400

Washington Dept. of Ecology (for shorelines)
www.ecy.wa.gov
(800) 917 0043

Washington Dept. of Natural Resources (for shorelines)
www.dnr.wa.gov
(360) 902-1100

U.S. Army Corp of Engineers (for shorelines)
www.usace.army.mil
(206) 764-3495



City of Seattle
Department of Planning & Development

